

TITLE, SERIES, GRADE: Financial Analyst, GS-1160-12/13

SALARY RANGE: GS-12 \$59,302 - \$77,096 per annum  
GS-13 \$70,519 - \$91,672 per annum

PROMOTION POTENTIAL (IF ANY) GS-13

VACANCY ANNOUNCEMENT NUMBER:

AREA OF CONSIDERATION: All U.S. Citizens and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three(3) years or more of continuous active service may apply.

OPENING DATE: 01/07/04

CLOSING DATE: 02/06/04

DUTY LOCATION(S): Criminal Division, Public Integrity Section, Washington, DC

NUMBER OF VACANCIES: 1 Position

DUTIES: The incumbent of this serves as a Financial Analyst in the Public Integrity Section (PIN) of the Criminal Division, Department of Justice. The incumbent provides expert analysis, advice, and preliminary investigation in sensitive and complex public corruption cases. Cases and assignments vary in complexity and scope, but frequently involve complex financial transactions, concealed financial relationships, and complex government procedures. Prior experience in federal law enforcement is desirable. The incumbent is responsible for conducting analysis and investigation of complex financial records; researches property and other public records; reviews complex government processes and documents; gathers and analyzes evidence such as telephone toll records, records of election campaign contributions, and recordings of meetings and telephone conversations; and conducts preliminary interviews of witnesses. Gathers and analyzes a variety of financial and factual data, including ledgers, computer tapes, data processing material, credit reports, bank records, property and other public records, records of campaign contributions, and various government agency records. Prepares interim and final reports on the analysis of financial records and documents for use by attorneys. Compiling documents and physical evidence and creating charts, graphs, summaries, videotapes and other audio-visual materials for use in motions at trial and conducts conferences and interviews with representatives of financial and other private sector institutions, government agencies and law enforcement agencies.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service . All experience requirements must be met by the closing date of this announcement.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and

which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. All experience requirements must be met by the closing date of this announcement.

**QUALITY RANKING FACTORS:** Applicants are encouraged to provide a separate narrative addressing each quality ranking factor. 1) Knowledge of economics and accounting principles including Generally Accepted Accounting Principles and Generally Accepted Auditing Standards to analyze financial documents. 2) Ability to devise investigative plan and carry out complex factual investigations. 3) Knowledge of the laws, regulations, policies and precedents involving fraud and/or white collar criminal offenses. 4) Ability to communicate orally and interview witnesses. 5) Ability to communicate in writing. 6) Knowledge of a wide range of concepts, principles and practices related to program analysis, as well as appropriate methodologies for applying this knowledge to difficult and complex work assignments 7) Ability to understand and analyze financial records and materials, and ability to testify as to methods, analysis and conclusions of work assigned.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

**HOW TO APPLY:** Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171. Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above. Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information:

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to 202-353-0775. For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position. Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service. Applications must be received by midnight of the closing date.

**NOTE:** Relocation expenses are not authorized. Relocation expenses are not authorized. Applications that are e-mailed and/or faxed must be received by midnight of the closing date. Applications mailed through the postal service must be received by the closing date of this announcement. If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position. This is a permanent full-time position. If substituting education for specialized experience, a transcript must be submitted. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. Failure to submit the requested information may result in a lower rating in the evaluation process. This position is subject to a drug test by urinalysis. Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30 Point preference

must submit a letter from the Department of Veteran's Affairs dated within the last twelve (12 months).

POINT OF CONTACT: Personnel Operations Group

CONTACT PHONE: 202-616-2400

CONTACT E-MAIL: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV)

TDD: 202-514-7972